

Message Text

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E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A)

SUBJECT: SECVISIT - FUNDING

1. APPROPRIATION 1960522; ALLOTMENT 6K-1001-7: CHARGE THE FOLLOWING, AND ONLY THE FOLLOWING, TO THIS ALLOTMENT:

A. ALL COSTS FOR LODGING, MEALS AND INCIDENTALS FOR THE SECRETARY AND FOR ANY OTHER PARTY MEMBER SPECIFICALLY AUTHORIZED BY SUBSEQUENT MESSAGE(S).

B. REPRESENTATION FUNCTIONS HOSTED BY THE SECRETARY.

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C. COST OF MEALS FOR LOCALS AND MARINE SECURITY GUARDS

WORKING IN SUPPORT OF THE VISIT WHO MUST WORK SHIFTS IN EXCESS OF EIGHT HOURS. SPECIAL ARRANGEMENTS SHOULD BE MADE WITH HOTEL SO THAT THESE COSTS DO NOT APPEAR ON CONTROL ROOM BILL.

D. VOUCHERING INSTRUCTIONS: VOUCHERS FOR EXPENSES CHARGED TO THIS ALLOTMENT SHOULD BE CLASSIFIED, "LIMITED OFFICIAL USE - PURSUANT TO 31 USC, SECTION 107-RS291". IN ADDITION TO THE REQUIREMENTS FOR REPORTING EXPENDITURES UNDER FS-477 PROCEDURES, ONE COPY EACH OF THE VOUCHER AND SUPPORTING DOCUMENTS AND RECEIPTED BILLS SHOULD BE FORWARDED TO THE EXECUTIVE DIRECTOR, S/S-EX.

2. APPROPRIATION 1960113; ALLOTMENT 1001; OBLIGATION 602011; OBJECT 2589: THE FOLLOWING EXPENSES INCURRED FOR STATE, REPEAT STATE, PERSONNEL ACCOMPANYING THE SECRETARY, MEMBERS OF SECRETARIAT AND SY ADVANCE INCLUDING TECHNICAL TEAMS SHOULD BE CHARGED TO THIS ALLOTMENT:

A. BASIC COST OF HOTEL ROOMS, INCLUDING TAXES BUT EXCLUSIVE OF ALL CHARGES FOR RESTAURANT, LAUNDRY OR SIMILAR PERSONAL SERVICE CHARGES WHICH WILL BE FOR THE PERSONAL ACCOUNT OF THE OCCUPANT WHO WILL BE RESPONSIBLE FOR SETTLING WITH THE HOTEL BEFORE DEPARTURE.

B. COST OF ALL HOTEL ROOMS USED FOR OFFICES, CONTROL ROOMS ETC. INSTRUCT HOTEL MANAGEMENT NOT REPEAT NOT TO ACCEPT ANY FOOD OR BEVERAGE CHARGES TO THESE ROOMS.

C. COST OF HOTEL ROOMS USED BY SY AGENTS FOR OFFICIAL PURPOSES AND FOR CAR RENTALS WHEN AUTHORIZED BY THE SENIOR MEMBER OF THE SY ADVANCE TEAM.

D. VOUCHERING INSTRUCTIONS: COPIES OF ALL OBLIGATING DOCUMENTS TOGETHER WITH COPIES OF ALL PAID BILLS SHOULD BE FORWARDED TO THE EXECUTIVE DIRECTOR, S/S-EX.

3. APPROPRIATION 1960113; ALLOTMENT 2034: THE FOLLOWING EXPENSES INCURRED FOR US SECRET SERVICE (USSS), NATIONAL SECURITY COUNCIL (NSC) AND WHITE HOUSE COMMUNICATIONS LIMITED OFFICIAL USE

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AGENCY (WHCA) PERSONNEL BOTH ACCOMPANYING SECRETARY OR MEMBERS OF ADVANCE TEAMS, SHOULD BE CHARGED TO THIS ALLOTMENT:

A. BASIC COST OF HOTEL ROOMS INCLUDING TAXES BUT EXCLUSIVE OF RESTAURANT, LAUNDRY ETC., CHARGES WHICH ARE FOR THE PERSONAL ACCOUNT OF THE OCCUPANT.

B. COST OF HOTEL ROOMS USED BY THE USSS AND WHCA FOR OFFICIAL PURPOSES AND FOR CAR RENTALS WHEN AUTHORIZED BY THE SENIOR USSS/WHCA REPRESENTATIVES.

C. FOR ALL CHARGES AGAINST THIS ALLOTMENT SEPARATE, REPEAT SEPARATE, FS-477'S FOR NSC, USSS AND WHCA WITH SUPPORTING DOCUMENTS AND RECEIPTED BILLS SHOULD BE FORWARDED TO THE DEPARTMENT, ATTN: BF/FS, MR. KEN DAY.

4. PRESS: MEMBERS OF THE PRESS ACCOMPANYING THE SECRETARY ARE INDIVIDUALLY RESPONSIBLE FOR PAYING HOTEL BILLS.

5. AIRCRAFT CREW: CREW MEMBERS FROM THE SECRETARY'S AIRCRAFT AND CREW MEMBERS OF ANY OTHER AIRCRAFT USED IN SUPPORT OF THE VISIT ARE INDIVIDUALLY RESPONSIBLE FOR PAYING HOTEL BILLS.

6. OTHER EXPENSES:

A. ALL COSTS FOR OUT OF COUNTRY TDY PERSONNEL USED IN SUPPORT OF THE VISIT WILL BE BORNE BY THE REGIONAL BUREAU.

B. EXPENSES INCURRED FOR (I) AMERICAN AND FSL OVERTIME; (II) VEHICLE RENTALS; (III) EQUIPMENT RENTALS; (IV) ALL TELEPHONE INSTALLATION AND SERVICE CHARGES; (V) PRINTING; (VI) SUPPLIES; AND (VII) REPRESENTATION FUNCTIONS HOSTED BY EMBASSY OFFICERS IN HONOR OF THE SECRETARY AND PARTY ARE ALL CHARGEABLE TO THE POST'S ALLOTMENTS.

7. POST SHOULD COORDINATE WITH HOTEL ON BILLING PROCEDURES. INSURE ROOMS ONLY ARE ON OFFICIAL ACCOUNTS. PERSONAL CHARGES ARE RESPONSIBILITY OF OCCUPANT. SUGGEST SEPARATE BILLS.

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8. ADMINISTRATIVE OFFICER ACCOMPANYING PARTY AUTHORIZED MAKE DETERMINATION AND INCUR ADDITIONAL CHARGES TO ACCOUNTS AS NECESSARY.

9. ANY QUESTIONS REGARDING FUNDING OF THE VISIT SHOULD BE DIRECTED TO S/S-EX OR DISCUSSED WITH THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY. INGERSOLL

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Margaret P. Grafeld
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